



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, FORT HOOD  
1001 761ST TANK BATTALION AVENUE  
FORT HOOD, TEXAS 76544-5000

18 May 2013

COMMAND POLICY LETTER  
G4-03

AFZF-GL-S-FS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Manual Meal Card Management System (Field and Garrison) Policy

1. REFERENCES:

- a. AR 600-38, The Meal Card Management System, 11 March 88.
- b. AR 30-22, Army Food Program, 24 July 2012.
- c. Title 7, United States Code, Sections 402 and 1011
- d. DOD Financial Management Regulation, Volume 7A, May 2009.
- e. MILPER Message, 13-064, Basic Allowance for Subsistence (BAS) Reimbursement/Payroll Deduction for Soldiers Participating in Field Training, 08 March 2013
- f. ATTP 1-0.1, S-1 Operations, May 2011
- g. DA PAM 600-8-101, Personnel Processing (In-, Out, Soldier Readiness, Mobilization, and Deployment Processing), 28 May 2003

2. PURPOSE: The purpose of this memorandum is to provide policy and procedures for the Meal Card System to include the issue, withdrawal, destroying and safeguarding of meal cards and the procedures for effecting reimbursement for meals provided in a field environment.

3. APPLICABILITY: This memorandum applies to all units and activities on Fort Hood.

4. BACKGROUND: The III Corps Inspector General (IG) conducted a Special Inspection to assess unit level compliance in recouping Basic Allowance for Subsistence and Meal Card Management Programs. The purpose was to determine if unit commanders understood and were in compliance with applicable laws and regulations concerning the recoupment of Basic Allowance (BAS) when Soldiers were provided meals while performing duty under field conditions. The IG found that there was no Meal Card Management Program at the installation level, no proponent was designated at the installation level and Meal Card Management Programs at the battalion level were ineffective.

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**5. POLICY:**

a. **Meal Cards.** Commanders will ensure that all enlisted service members authorized Subsistence in Kind (SIK) are issued a Meal Card, DD Form 714. All enlisted service members authorized SIK will show their Meal Card to headcounter personnel upon entry into any Installation Dining Facility (DFAC). The Meal Card identifies individuals that are authorized to consume a meal in DFACs without reimbursement to the Government.

b. **Reimbursement of meals at garrison DFACs.** Commanders will ensure that all enlisted service members receiving Basic Allowance for Subsistence (BAS) reimburse the government for meals consumed in DFACs.

c. **Reimbursement for Field Duty Meals.**

(1) Service members will reimburse the government for available meals during field duty, to include preparation for deployment and travel to and from home station (if applicable, whether consumed or not). Commanders will ensure that the proper documentation is provided to the Finance and Accounting Officer (FAO) to recoup meal cost by payroll deduction or suspension of Basic Allowance for Subsistence (BAS) for all available meals during field duty from all service members authorized BAS. Commanders will initiate a DA Form 4187 (Personnel Action) for recoupement, suspension and or payroll deduction.

(2) When field duty is conducted away from home station, laminated meal cards annotated "FLD" must be issued. These cards will be issued to all service members, enlisted and officers that receive BAS.

**6. MEAL CARD MANAGEMENT RESPONSIBILITIES:**

a. **Installation Publications Officer.** Distribute Meal Card Control Books as accountable forms to Meal Card Control Book Control Officers (BCO). Provide technical assistance and advice to BCO regarding administrative controls and safeguarding controlled documents.

b. **Brigade/Separate Battalion Commanders.**

(1) Appoint on orders one BCO at each Brigade and/or Separate Battalion level S1 office. The BCO will be authorized by their Brigade/Battalion commander on a DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies), to request/receive Meal Card Books from the Installation Publications Officer.

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(2) Appoint an individual to conduct an external audit of at least one Meal Card Control Officer (MCCO) activity per year per procedures in AR 600-38, paragraph 3-10.

**c. Unit Commanders.** Unit Commanders with Personnel Administration Centers (PAC) are responsible for the issue, control, accountability, and turn-in of meal cards. Unit Commanders will:

(1) Appoint on orders a unit MCCO and Alternate(s). The MCCO will be an officer (2LT or above), Noncommissioned Officer (E-7 or above), or civilian (GS-9 or above) and will be other than food service personnel.

(2) Ensure that all enlisted service members assigned and entitled to SIK are issued a valid meal card; issue, control, and withdraw card as required.

(3) Ensure proper documentation is provided to the Finance and Accounting Officer to recoup or suspend BAS for all available meals during field duty from all personnel authorized BAS.

(4) Ensure the MCCO is notified in writing when there is a change in the status of enlisted soldiers' entitlement, i.e. when an individual's status changes from SIK to BAS.

(5) Ensure prompt appropriate action is taken when meal cards have been improperly obtained or when fraudulent use of meal cards has been determined.

(6) Brief all meal card recipients on the value of the card, potential actions that may take place when use by unauthorized personnel and the need to safeguard the card. Initiate appropriate action against any individual whose negligence leads to repeated loss of meal cards.

(7) Report to the BCO all lost or stolen unissued meal cards and initiate AR 15-6 investigation.

(8) Commanders responsible for operating a dining facility will appoint in writing a MCVO. The MCVO will be other than food service or meal card control personnel.

**d. Meal Card Control Book Control Officer (BCO).** The BCO is responsible for the following and other tasks as specified in AR 600-38:

(1) Issue books to appointed Meal Card Control Officer (MCCO) for subsequent issue of individual meal cards per procedures of AR 600-38 paragraph 3-3.

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(2) Establish procedures to monitor the number of books maintained by the MCCO.

(3) Require an annual written report of the number of meal cards still valid/outstanding in each meal card control book.

(4) Establish procedures to monitor the methods used by the MCCO and MCC to safeguard, issue, withdraw and destroy meal cards.

(5) Establish procedures for obtaining and disseminating the numbers of meal cards lost or stolen to their unit's primary supporting DFAC. Ensure updated data on lost or stolen cards is provided weekly.

e. **Meal Card Control Officer (MCCO).** The MCCO is responsible for the following and other tasks as specified in AR 600-38:

(1) Request and pick up Meal Card Control Book(s) from the BCO.

(2) Ensure that one or more Meal Card Controller (MCC) enlisted (E-4 or above) or civilian (GS-4 or above) is on orders to physically assist the MCCO with the issue and control of meal cards and required records. The MCCO will retain accountability and responsibility for card issue and control.

(3) Issue meal cards to authorized service members and maintain accountability for all meal cards.

(4) Return Meal Card Control Books and associated records to the BCO within 5 duty days following the time the last card in the book is recorded as inactive, lost, stolen, or destroyed.

(5) Destroy all cards that have been permanently withdrawn due to status change and make the appropriate entries in the Meal Card Control Book and Meal Card Control Register (DA Form 4809-R).

(6) Record the transfer of Meal Card Control Books when relinquishing duties to a new MCCO. The new MCCO will complete a 100% audit of all meal cards within 30 day of assuming duties.

(7) File all supporting correspondence on actions taken with the official record copy of the Meal Card Verification (DA Form 4550-R).

(8) Report all lost or stolen meal cards to the BCO.

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(9) Perform a 100 percent audit of all meal card control books and prepare a report on the status of meal cards on hand, issued, destroyed, and reported lost or stolen IAW AR 600-38, paragraph 3-8. The report will be forwarded to the BCO.

**f. Meal Card Controller (MCC).** The MCC will:

(1) Assist in the physical issue and withdrawal of meal cards.

(2) Complete administrative requirements associated with the issue and withdrawal of meal cards as prescribed by the MCCO.

**g. Meal Card Verification Officer (MCVO).** The MCVO is responsible for performing the duties as specified in AR 600-38. Only units having operational control of a DFAC are required to appoint an MCVO. The MCVO will conduct verifications monthly per the procedures in reference a.

**h. III Corps G1.**

(1) Inspect and assess policy and procedures for Meal Card Management at the unit level (brigade and below) IAW ATTP 1-0.1. Ensure compliance with the Meal Card Management System (to include reimbursement actions) during Organizational Readiness Visits (ORVs) and/or other inspections.

(2) Assist S1s in the administration of the Meal Card Management System training and advising.

(3) Verify BAS compliance utilizing the Personnel Readiness Review (PRR) forum.

**i. III Corps G4.**

(1) Serve as the primary installation level proponent for overall Food Service Management and the policy proponent for Meal Card Management.

(2) During Command Food Service Discipline Program (CFSDP) and other inspections, ensure processing request for rations and ensure required statements are on all documentations.

(3) Advise Commanders and Staff on their overall responsibility as it relates to meals provided during field training.

(4) Assist Commanders and S1s/G1s in monitoring the reimbursement program by providing data reflecting rations used for field duty.

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7. EXPIRATION. This policy memorandum will remain in effect until superseded or rescinded.

8. Point of contact for this memorandum is the III Corps ACoS G4, Food Service at (254) 287-7770/0162.



ANTHONY R. IERARDI  
Major General, USA  
Commanding

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